

ARIZONA DEPARTMENT OF HOMELAND SECURITY
PUBLIC RECORDS REPRODUCTION/VIEW REQUEST

Pursuant to A.R.S. Title 39-121.03

Arizona Department of Homeland Security
Public Affairs Office
1700 W. Washington Street
Phoenix, Arizona 85007



Phone: (602) 542-7013
Fax: (602) 542-1729
Web: www.azdohs.gov
Email: HS@azdohs.gov

Office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. excluding State holidays.

PLEASE PRINT

1. Name: _____ Date: _____
2. Mailing Address: _____
3. Telephone: _____ Email: _____
4. What items are you requesting? _____

5. Describe the purpose for which you will use any requested records: _____

6. Will these records be used for commercial*/business purposes? ☐ YES** ☐ NO
7. Name of Business: _____
8. Address of Business: _____
9. Type of Business: _____
10. Do you intend to:
 - a) Sell or resell the documents? ☐ YES ☐ NO
 - b) Sell or resell any of the information contained in the documents? ☐ YES ☐ NO
 - c) Use any of the information contained in the public documents to produce a document for sale? ☐ YES ☐ NO
 - d) Use any names or other information from the public documents for the purpose of solicitation? ☐ YES ☐ NO
 - e) Do you anticipate receiving monetary gain from the direct or indirect use of the public documents? ☐ YES ☐ NO
11. Select the method in which you would like to receive the documents:
 - ☐ NO FEE: Visual inspection of records at 1700 W. Washington Street, Suite 210, Phoenix, AZ 85007
 - ☐ NO FEE*: Email to me at: _____
 - ☐ COPIES: Photocopies of the records. 1-20 pages NO CHARGE. 21+ pages cost \$0.25 per page
 - ☐ I will pick up copies at 1700 W. Washington St. Suite 210, Phoenix, AZ 85007
 - ☐ Mail copies to me. I understand a postage fee will be added.
 - ☐ DISK: A compact disk containing a PDF copy of the records. \$10 per disk
 - ☐ I will pick up the disk(s) at 1700 W. Washington St. Suite 210, Phoenix, AZ 85007
 - ☐ Mail disk(s) to me. I understand a postage fee of \$2.23 per disk will be added.

*NOTE: Some documents are available in hard copy format only. You will be notified if we are unable to email.

Pursuant to **A.R.S. § 39-121.03 (C)**: A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

I affirm that the public records requested will not be used for any other purpose than those described above.

Printed Name: _____ Signature: _____

Date: _____

*** A.R.S. §39-121.03 (D)**: "commercial purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

**** In accordance with A.R.S. § 39-121.03 (A) additional fees will apply to commercial requests** for copies, printouts or photographs of public records for a commercial purpose. Additional fees will be determined on a case-by-case basis and will take into consideration the following: 1. a portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs; 2. a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction; and 3. The value of the reproduction on the commercial market as best determined by the public body.

Disabled individuals requiring special accommodations: please notify the Department.

***** FOR OFFICIAL USE ONLY *****

Date Form Received: _____ **Received By:** _____

Reviewed By: _____ **Released By:** _____

Released On: _____ **Fee:** _____

NOTES: